



**Government of India**  
**Income Tax Department**  
**Office of the Chief Commissioner of Income Tax**  
**Aayakar Bhawan, Kowdiar, Thiruvananthapuram – 695 003**

F.No. CC/TVM/ADM/1(14)/2016-17

Dated : 19-06-2017

**Notice Inviting Tender for Providing Security Personnel**


“Sealed quotations are invited from the ISO certified concerns engaged in the business of ‘Deployment of Security Personnel’ for providing round the clock security to records, machinery and equipments in Office of Aayakar Bhavan, Kowdiar, Thiruvananthapuram (comprising Main & Annex building, Guest Houses, Dormitories and compound including main gate,).

Interested parties may tender their papers with specification and the particulars as per annexure attached in a sealed cover addressed to the Income Tax Officer(HQ), Office of the CCIT, Aayakar Bhavan, Kowdiar, Thiruvananthapuram -695003. Annexures shall also have to be signed and stamped by the concern through its authorized signatory. Wherever, the prices are to be quoted, shall also be written in figures and words. The tender forms shall be rejected if it is not complete in any aspect. The tenders should reach latest upto 01:00 P.M on 05<sup>th</sup> July 2017. Late submission of tenders shall not be accepted.

Specific proforma along with terms and conditions may be collected from the aforesaid address on any working days between 3 pm to 5 pm or the same may be downloaded from the website of the income tax department at <http://www.incometaxindia.gov.in>.

The quotations shall be opened by the Competent Authority at O/o the Chief Commissioner of Income Tax, Aayakar Bhavan, Kowdiar, Thiruvananthapuram -03 at 3.00pm on 05<sup>th</sup> July 2017 in the presence of such agencies who may be wish to present. The Competent Authority reserve right to cancel or accept any or all the quotations without assigning any reason.



  
(LAINA BALAN)  
Deputy Commissioner of Income Tax (H)  
O/o the Chief Commissioner of Income Tax,  
Thiruvananthapuram

**PROVIDING SECURITY PERSONNEL FOR THE SECURITY TO RECORDS, MACHINERY AND OFFICE EQUIPMENTS IN OFFICE OF AAYAKAR BHAVAN, KOWDIAR, THIRUVANANTHPURAM (COMPRISING MAIN & ANNEX BUILDING, GUEST HOUSE, DORMITORIES AND COMPOUND INCLUDING MAIN GATE).**

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TERMS AND CONDITIONS

1. Requirement of guards : Nine Guards (9)
2. Place of duty : Income tax Office at Aayakar Bhavan Building, Kowdiar, Thiruvananthapuram-03
3. Quantum of payment : As per agreement
4. Duty hours : 08 hours- 8.00 am onwards round the clock on all days of every month.
5. Due date of payment : On or before 15<sup>th</sup> of the following month
6. The agency should have been a valid ISO certified registration, and the contractor should have minimum 1 year experience in providing security to any Government Organization. Proof should be produced.
7. The contractor should furnish a Bank Guarantee for Rs.50,000/- valid for 12 months along with the agreement.
8. The contractor should comply with all the labour rules and regulations in force in the State of Kerala. A self declaration should be filed to that effect.
9. The monthly payment shall be made by way of ECS to the contractor.
10. The security agency while employing a person as a security guard, should give preference to Ex-service men, who has served in i) Army, ii) Navy, iii) Air Force, iv) any other armed forces of the Union. The guards should possess good physique and background and their age should be below 60.
11. The guards should possess good behaviour.
12. If any of the guard is on leave, substitute should be provided by the contractor.
13. The guards shall be responsible to safeguard the property/building where he is deployed for duty.

14. The person slated for duty should be in uniform provided by the contractor with "Identity Card".
15. The guards shall be employees of the contractor and they will not have any employer-employee relationship with the Income Tax Department.
16. The contractor/agency is solely responsible for the statutory payments such as EPF, ESI etc. to be paid to concerned authorities. Proof of such payments have to be produced as and when required.
17. The contractor shall submit the bills for the current month in the succeeding month or thereafter so as to be enable the department to process the same and pay the contractor. At the time of submission of monthly bills an undertaking has to be furnished, stating that the provisions regarding payment of minimum wages to each employee as per guidelines issue from time to time by the Government of India, has been complied with. An undertaking has also to be furnished each month stating that payments regarding ESI & EPF has been made to the concerned authorities.
18. The contractor is to submit photograph and photocopy of Passport/Election ID card/ Pan Card of security guards in advance.
19. The guards should be alert on duty and should carry out effective watch on all incoming and outgoing persons, goods and materials.
20. The duty of guards will also include regulation of traffic within the premises of building where duty is assigned.
21. The duty timings of the security can be altered by the Income Tax Department by giving 5 days notice.
22. As far as outgoing of goods are concerned, the guards should ensure that they are properly supported by gate passes issued by the officers concerned.
23. The guards deployed should maintain a visitor's register at the main entrance for recording entry and departure of assesses/visitors on all working days.

24. They should also maintain register for staff members attending duties as per office orders during holidays.
25. This agreement is valid for a period of one year from 01.07.2017 and is renewable at the instance of both the parties.
26. The agreement entered to can also be terminated at the instance of both the parties by giving one month's notice.
27. Tax deduction at source shall be made as per Rules while making payments.
28. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.
29. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the Chief Commissioner of Income Tax, Thiruvananthapuram. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.
30. The settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be O/o the Chief Commissioner of Income Tax, 1<sup>st</sup> floor, Aayakar Bhavan Building, Kowdiar, Thiruvananthapuram 695003.

Place:  
Date:

Signature of Authorized  
Person of the Agency

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1. Name & Address of the registered agency :
2. PAN & Service Tax Registration (Copies to be furnished) :
3. Number of employees in the agency :
4. Number of Personnel to be employed :
5. Total Bid Amount :
6. Name of contact person with mobile number :
7. Details of experience in Govt. Deptt./PSUs/LSGs (with valid proof) :
8. ISO Certificate (Copies to be furnished)  
(Not to be expired before 05-06-2017)
9. Any other remarks :

Duly signed terms and conditions (all pages) as a token of ability to execute the contract in the event of award of contract to be enclosed.

Signature of the Authorised Signatory

Full Name

Place : Name of Agency

Date : Phone : 1) Land line

2) Mobile

**DECLARATION**

I hereby certify that the information furnished above is true to the best of my/our knowledge and belief. I understand that in case any discrepancy found in the above statement at any stage, the company/agency is likely to be blacklisted and will not have any dealing with the Department in future. I also certify that there is no pending payments including Service Tax with any Govt. Deptt./PSUs/LSGs till date and the bid submitted complies with the Minimum Wages Act.

Signature of the Authorised Signatory with date